

## **GIS (Geographic Information System) Manager**

The county GIS manager will be an experienced, personable, and energetic person who must be capable of serving as both a leader and a manager. The manager will direct at a technical level the design, implementation, administration, and continuing maintenance of the county's enterprise-wide Geographic Information System. The manager will administer, review, and improve the daily operations of the county GIS by providing complex research/data analysis, programming, and general management of the county wide GIS. The GIS manager will report to the Chief of Staff and the GIS Steering Committee and as such, will coordinate all GIS activities in the county. In particular, the manager will work closely with the county department heads to integrate GIS technologies to increase workflow, public service efficiencies and/or effectiveness.

### **Job Responsibilities:**

- Supervise maintenance, quality control and quality assurance of all GIS data layers;
- Provide technical leadership and coordination within a team of GIS technical or related staff;
- Coordinate with GIS analyst staff relating to current GIS projects or analyses;
- Supervise the development of GIS applications, design, and roll-out within the county;
- Coordinate and Supervise the training of the county personnel in GIS or related skills;
- Administer contracts/grants related to GIS with other governmental or private bodies;
- Identify, analyze, develop and supervise various GIS projects that will benefit a county process or workflow;
- Manage staff usage of survey maps, railroad maps, aerial photography, property lines, geographic features, field survey notes, and all similar materials to extract data in order to maintain and create a variety of county maps.
- Develop and maintain a disaster recovery program for GIS related data and operations.

### **Knowledge, Skills and Abilities:**

- Bachelor's degree in Computer Science/Computer Information Systems or related field with an emphasis in GIS techniques;
- Minimum three years experience in GIS project management;
- Proven experience with ESRI GIS software products (e.g. ArcMap, ArcGIS Server, Legacy suites, and ArcInfo workstation);
- Proven experience in relational databases including Access, SQL server or Oracle database administration, spatial data analysis and reporting skills;
- Experience in emergency management using GIS and Global Positioning Systems technology a plus;
- Knowledge of the principles, practices, and techniques for and/property valuation a plus.

Lackawanna County offers medical, dental, vision and prescription plan; pension plan; and paid time off.

Interested candidates, please submit salary requirements along with letter of interest to:  
Deputy Director for Human Resources  
Courthouse Administration Building  
200 Adams Avenue  
Scranton, PA 18503

Email: [Elkinsm@lackawannacounty.org](mailto:Elkinsm@lackawannacounty.org)